

OKLAHOMA STATE UNIVERSITY

University Mailing Services

www.osuums.com

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Key Members of our Team:

Donna Morris—Manager

Barbara Dobson—Coordinator

Pam Greenfield—Accounting
Specialist- Finance/Admin

Fred Evans—Postal
Foreman/Lettershop, Bulk Mail

Trudy Simank—Student Union Post
Office

Seth Becker—Postal
Foreman/Accountables

Sue Collington—Ag Publications

Jaime Wheat—Financial Assistant

Daisha Nance—Sr. Admin Suppt
Asst/List Management

Reducing Your Postage Costs

University Mailing has observed that many of Oklahoma State University's mailers could reduce their postage costs significantly by using 6x9 envelopes instead of standard #10s.

Standard #10 envelopes that are over ¼" thick must be processed as a flat instead of a letter, which practically doubles the cost of mailing. Below is a chart expressing the price difference of a 2oz or 3oz. letter vs. a flat:

"...#10 envelopes that are over ¼" thick... must be processed as a flat..."

	Letter (under 6x9)	Flat or Letter over ¼" thick
2oz. auto	\$.58	\$.97 Save \$.39
3oz. auto	.75	1.14 Save \$.39

Did you put a barcode on that?

University Mailing has two mail metering machines with the advanced technology to scan a barcode containing an FRS account number. When a piece of mail comes into UMS for metering, if it has the barcode available, we simply scan the barcode, run the mail piece through the meter, and the amount is automatically charged to the account number. This method of barcode scanning has proven to be cost efficient as well as time saving for both University mailing and for departments on campus. We can prepare cards with your account barcode for you to submit with your mail to be metered or we can provide you or your printers a TIF file with your account barcode so that you can have it printed directly onto your envelopes. This is a free services provided to the University and we are here to help you use this service effectively.

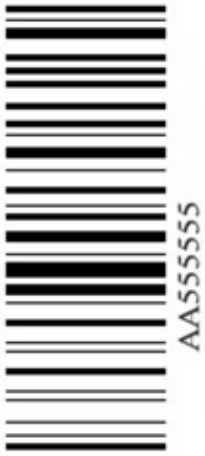
University Mailing receives thousands of pieces of mail every day and the barcode scanner is one method use to streamline our operations. Because of the high volume of mail pieces we handle on a daily basis, your help and diligence in managing your accounts and your account barcodes is greatly appreciated. Should an account that you have been using for mail expense close or become inactive, destroying your account barcode cards, covering up the barcode on any pre-printed envelopes, and notifying University Mailing that your account has changed can save you time and trouble. You can call us at any time and we will be more than happy to create new account barcode cards or send a new TIF file for printing.

Did you put a barcode on that?

Cont'd

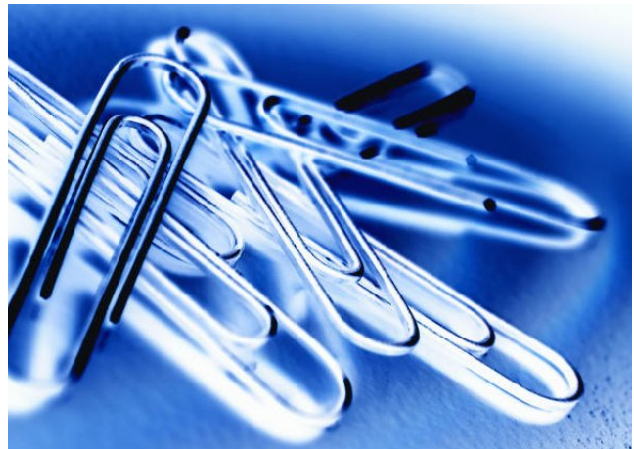
We also would like to stress to you the importance of monitoring these barcode cards and pre-printed envelopes. They are actually like money out of your account. These supplies should be kept in a secure place with restricted access because your account number could be charged for mail without your knowledge. Once a mail piece comes through our facility, is scanned at the meter and sent onto its final destination, we have no way of knowing who sent the mail piece or where it was going. All we had, for a brief moment, was an account barcode and unfortunately the only other information we have on the mail piece is what day it was mailed and what type of mail service was used, i.e.: first class, presort etc.

Author: Pam Greenfield



Free Paperclips and Rubber Bands!

University Mailing Services has a full paper box each of rubber bands and paperclips that have come in with the mail. We would like to supplement your office supply budget by sharing them with you. Call Daisha, Elizabeth or Jaime at x4-5385 to request some today!



UMS introduces: Online Tracking Service!

Gone are the days of package tracking confusion! University Mailing has recently implemented an online tracking system that will give anyone with a campus login the ability to track a package after it has left the care of FedEx, UPS, etc. Now, after you check the status on the carrier's website and find the package has been delivered to our location, you can turn to **Desktop Express**. You will be able to find out the status of your package throughout the day. The status may vary:

- **Received**, indicates the package should be in the building or out for delivery, select details to see if the package is still in the office or if it has been **Routed**, meaning it's on a truck for delivery
- **Department listed**, we have taken the package to its destination and by selecting 'details' there will be a signature showing who signed for the item(s).

To begin using Desktop Express, access the following web address: <http://stw-deptfs/dems/>

If a login prompt appears, please enter your O-Key login information (ex: first.last@okstate.edu).

Once logged in, you may utilize the tabs across the top of the page and follow the below steps to start tracking packages:

1. Select the "Packages" tab at the top of the page



2. Type in your tracking number

Packages Welcome, Daisha Hance

Tracking# / ID: P.O. Number: Package Group: Date Period: [Advanced](#)

Inbound Packages: 1

	Carrier	Pkg: Carrier Barcode	Service	Pkg: Origin Site	Date Received	Employee Name	Time Received
Details	UPS	1ZA722W80264906078	2D	\$DEFAULT	7/12/2007	POLITICAL SCIENCE	9:20 AM

1

Outbound Packages: 0

3. Select "All Packages" from the drop down that defaults to "My Packages"

**The search begins automatically, and if nothing changes on screen, then your package is not in our system.

If you have any questions when using Desktop Express, please contact the UMS front office at x4-5385.

HAPPY TRACKING!!

Giving UPS CampusShip a try!

University Mailing Services and UPS would like to encourage our campus to give CampusShip a try!

UPS CampusShip is an awesome service which allows you to create shipping labels for all your UPS shipping needs. Not only do you get to print out your UPS label, but you can also print a receipt that shows the shipment information and tracking number for clean record keeping! The label is fantastic! You simply put it in a UPS window sleeve, stick it to your package and call UMS for a pick up. We'll send a driver over to pick up the package and you can rest assured it will get where it's going in the time you need it there thanks to the receipt and tracking number.

It gets better! Often you'll want to send a return label in your package, so your recipient can return an item or two back to you, billed to you, with no extra lengthy processes to go through. You will no longer need to supply a client with OSU's UPS account number for a "bill recipient" option. CampusShip allows you to print a perfect label ready for use by your client to send documents, packages, anything needed, right back to you!

If you do not have a CampusShip account, or you would like any assistance using the system, feel free to give Daisha a call at the UMS Front Office x4-5385!

If you would like to take a look at the CampusShip 'user's guide' visit the following link:

http://www.osuums.com/CampusShip_shipping_QuickStart_Guide.pdf



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